

Creating A One Time Payment

1. There are three different ways to create a payment request. The first way is to go up to Create > Casework > Payment > Payment Request > Case Name > Participant. You can also create a payment request from Create > Provider Work > Payment > Payment Request > Provider. The third way is to choose Create > Financial Work > Payment Request. The examples listed below follow the Create > Financial Work path.
2. The Payment Request Identification box will pre-fill with the date of request, the person creating the payment and the county in which the request is made.

The screenshot shows a web browser window titled "Payment Request - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page displays the "eWiSACWIS" interface with a navigation bar containing "Print", "Spell Check", "ABC", and "Help" icons. The main content area is divided into several sections:

- Payment Request Identification:** Includes fields for "Payment ID:", "Request Date:" (05/10/2004), "County:" (Milwaukee), and "Creator:" (Caitlin Cake). There is a checkbox for "Overpayment Repaid".
- Provider Information:** Includes fields for "Provider:", "Invoice Number:", "Payee:", "Provider ID:", "Invoice Date:" (00/00/0000), and "Payee ID:". A "Search" hyperlink is located to the right of the "Provider ID" field.
- Case Participant Information:** Includes fields for "Case:", "Participant:", "Worker:", "Case ID:", "Participant ID:", and "Placement Status:". A "Search" hyperlink is located to the right of the "Participant ID" field.
- Service Information:** Includes a "Placement:" dropdown, "Service Category:" dropdown, "Service Type:" dropdown, "Start Date:" (00/00/0000), "End Date:" (00/00/0000), "Units:" field, "Overpayment Source Number:" field, "Purchase Request ID:" field, and a "Description:" text area. To the right of these fields are several monetary input fields: "Total Amount:" (\$0.00), "Basic:" (\$0.00), "Admin:" (\$0.00), "Exceptional:" (\$0.00), and "Supplemental:" (\$0.00). A "Calculate" button is located to the right of the "Total Amount" field.
- Overpayment Status:** Includes an "Options:" dropdown and a "Go" button.

At the bottom of the form, there are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Local intranet".

3. The Provider Information box is blank. Use the Search Hyperlink at the right side of the box to Search out the provider in eWiSACWIS. Once the provider has been identified and selected on the Search page, click continue to bring you back to the Payment Request page. The Invoice Number and Invoice Date are user-entered fields.
4. The Case Participant box is also blank. Use the same procedure to Search. Once the participant has been returned, drill down to the case and choose the radio button next to the corresponding case. The case and participant will pre-fill into the Case Participant box. The Placement Status field is a drop down value, which filters off the Service Category chosen. Therefore this value will not be available until the Service Category has been selected.

Payment Request - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check ABC Help ?

Payment Request Identification

Payment ID: Request Date: 05/10/2004 ☐ Overpayment Repaid
 Creator: Caitlin Cake County: Milwaukee

Provider Information

Provider: Sally Safety Provider ID: 20190 [Search](#)
 Invoice Number: Invoice Date: 00/00/0000
 Payee: Payee ID:

Case Participant Information

Case: Jenny Young Case ID: 9221024
 Participant: Maryanne Young Participant ID: 9221120 [Search](#)
 Worker: Caitlin Cake Placement Status: Fstr Fam Hm (Non-Rel)

Service Information

Placement: Foster Home-Gen. License 0-4 years old - 10/01/00 [Calculate](#)
 Service Category: One Time Payment- Foster Home Total Amount: \$447.30
 Service Type: One Time FH Placement Payment Basic: \$147.46
 Start Date: 09/01/2000 End Date: 09/15/2000 Units: Admin: \$0.00
 Overpayment Source Number: Purchase Request ID: Exceptional: \$246.58
 Description: Supplemental: \$53.26

Overpayment Status

Options: [Go](#) [Save](#) [Close](#)

Done Local intranet

5. The next area is the Service Information box. Placement, Service Category and Service Types all have a drop down value lists. Pick the appropriate values that best reflect your case.

The placement drop down will list all placement history specific to the chosen child and provider. If generating a placement payment, select from the placement dropdown the placement that this payment request should be tied to. If doing a clothing allowance, select the placement that best reflects when the clothing allowance was applied.

6. Enter a Start and End Date to reflect the time period the payment is intended for. If this is a partial month, the system will calculate for the prorated period (see 7 for specifics).
7. On the right side of the Service Information Box is the Calculate Button. The Calculate Button is used to auto calculate full and prorated Basic, Supplemental, Exceptional, and Administration Rates per the identified placement (from the placement dropdown field).
8. The Description Box can is a user entered box. The remainder of the fields is used for calculating overpayments.
9. When completed, select Approval from the Options field and click on Go for Supervisory Approval.